

HAMBLEN COUNTY GOVERNMENT
Request for Qualifications – Architectural Services Hamblen County Government (2021-20Q)

REQUEST FOR QUALIFICATIONS

Office of the Hamblen County Mayor
511 West Second North Street
Morristown, TN 37814

RFQ TIMELINE: Times listed below are in Eastern Standard Time.

Date Issued:	Sunday, September 12, 2021
RFQ Title:	Architectural Services for Hamblen County Government (2021-20Q)
RFQ Question Deadline:	Friday, September 17, 2021 @ 2:00p.m. <i>All correspondence and communication must be via email to the designated Hamblen County project administrator listed on page 3. Questions submitted by telephone call will <u>not</u> be answered. Questions submitted after this deadline will <u>not</u> be answered.</i>
RFQ Answer Deadline:	Monday, September 20, 2021 @ 4:00p.m.
RFQ Submission Deadline Date & Time:	Monday, September 27, 2021 @ 2:00p.m. <i>If the Hamblen County Courthouse is closed for business at the time scheduled for proposal opening, for whatever reason, proposals will be accepted and opened on the next business day of the County, at the originally scheduled hour.</i>
RFQ Submission Opening Location:	Hamblen County Courthouse, West Wing Conference Room, 1 st Floor, Administrative Building

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INTRODUCTION:

Hamblen County Government (hereafter referred to as “County”) is requesting qualifications of licensed architectural firms to provide specified professional services in connection with two (2) properties located at 540 North Jackson Street, Morristown, TN 37814 and 325 East Third North Street, Morristown, TN 37814.

This document is a Request for Qualifications. It differs from a Request for Bid or Proposal in that the County is seeking the most qualified respondent. Submissions will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The County, upon review of the received submissions, *may* request and schedule respondents to make a presentation so as to obtain additional information and/or clarification of their submission. Once the review process is finished, the company with the highest score will be determined to be the most qualified and contract negotiations will begin at that point. In the event that a contract cannot be negotiated with the top ranked respondent, the County reserves the right to negotiate with the next qualified respondent and so forth until a contract can be secured.

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I. PROJECT OVERVIEW:

The County is currently looking for a qualified architectural firm for professional services to provide ADA and fire safety compliance survey, necessary for congregate housing facilities on the properties located at 540 North Jackson Street, Morristown, TN 37814 and 325 East Third North Street, Morristown, TN 37814.

II. GENERAL INFORMATION:

Project Administrator:

The County Finance Department is the sole point-of-contact for this procurement. All communication between prospective proposers and the County upon receipt of this RFQ shall be in email form to the County Finance Department as follows:

Johnna Harrell
511 West Second North Street
Morristown, TN 37814
Telephone: 423-586-1931
Email: Johnna.harrell@co.hamblen.tn.us

Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the County Finance Department may result in disqualification of the prospective proposer.

RFQ Questions and Answers:

Questions regarding this RFQ will be accepted via email to the Project Administrator until 2:00p.m. Friday, September 17, 2021. Questions submitted by telephone call will not be answered. Questions submitted after this deadline will not be answered.

Questions *and* Answers will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County Government website, www.hamblencountytn.gov, under the Bids & Proposals Tab no later than 4:00p.m. Monday, September 20, 2021.

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Proprietary Information and Public Disclosure:

Materials submitted in response to this competitive procurement shall become the property of Hamblen County. All submissions shall remain sealed until the deadline for submissions has expired. Once qualifications are submitted to Hamblen County Government and opened, it constitutes a public record and is subject to the open records request pursuant to the Tennessee Open Records Act.

Cost of Proposal Submission:

The County will not be liable for any costs incurred by any respondent in preparation of a response to this RFQ, in conducting of a presentation, or any other activities related to responding to this RFQ.

Revisions to the RFQ:

In the event it becomes necessary to revise any part of this RFQ, addenda will be produced in writing and submitted to all prospective respondents known to the County and will be listed on the Hamblen County website, www.hamblencountytn.gov, under the Bids and Proposals Tab.

The County reserves the right to cancel or to reissue this RFQ in whole or in part prior to the execution of a contract.

Period of Performance:

The period of performance of any contract resulting from this RFQ is tentatively scheduled to begin upon award of a contract and remain effective until project is complete.

Contract Terms:

All contracts between parties as a result of this RFQ shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, the venue shall be in Hamblen County, Tennessee. The County shall require the person with authority to bind the company to sign all agreement(s) with the County.

Contract Termination:

The County reserves the right to cancel the contract at any time for breach of contractual obligations without penalty or recourse by giving the successful firm a written notice of such termination of at least thirty (30) calendar days prior to said cancellation. Prior to issuing such a notice, the County will, if appropriate, provide the successful firm with an opportunity to cure the breach within a reasonable period of time. Should the County exercise its right to terminate the contract for such reasons, the termination shall become effective on the date as specified in the notice of termination sent to the successful firm. The successful firm shall be entitled to receive just and equitable compensation for the work provided pursuant to the contract prior to the effective date of cancellation.

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No Obligation:

The County reserves the right to accept or reject any or all submissions at its sole discretion without penalty and to not issue a contract as a result of this RFQ. The County also has the right to waive any formal defects in submissions when deemed in the best interest of the County. Further, the County reserves the right to negotiate with any respondent concerning matters which the County determines require clarification or changes not in conformity with the specific requirements set forth herein.

Right To Withdraw:

Respondents have the right to request withdrawal of their submissions from consideration due to error by giving notice at any time before and not later than two (2) days after submissions are publicly opened.

Commitment of Funds:

The Hamblen County Legislative Body are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract. Obligations on contracts and/or purchase orders that envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following years.

Invoice Requirements:

The successful firm will submit invoices to the County Finance Department. Each invoice will include a detailed account of the following:

1. Purchase Order number assigned by the County;
2. A description of the work performed;
3. The date(s) the work was performed; and
4. If applicable, an itemized list, including receipts, of all reimbursable expenses as outlined in the contract.

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III. SCOPE OF WORK:

- Conduct survey of property located at 540 North Jackson Street, Morristown, TN 37814 (Owner: Hamblen County Government) for compliance with fire safety codes and the American Disability Act requirements for a congregant housing facility.
- Conduct survey of property located at 325 East Third North Street, Morristown, TN 37814 (Owner: Tapestry for Women, Inc.) for compliance with fire safety codes and the American Disability Act requirements for a congregant housing facility.
- Once the survey for 540 North Jackson Street, Morristown, TN 37814 has been reviewed by the County, the County may negotiate an addition to the contract that would include preparing construction drawings, a cost estimate, bid specifications and other documents or services needed to bring the property into compliance with ADA and fire safety codes for a congregant housing facility.

IV. SUBMISSION REQUIREMENTS:

Respondents are required to submit one (1) complete packet either electronically or in a sealed envelope based on the instructions below. Qualifications, whether mailed, hand-delivered, or electronically submitted must arrive no later than 2:00p.m. Eastern Standard Time on Monday, September 27, 2021.

Instructions for Submitting Qualifications Electronically:

Electronic submissions should be sent to Johnna.harrell@co.hamblen.tn.us via WeTransfer.com, an internet-based computer file transfer service. The message line of the WeTransfer page must state: **ARCHITECTURAL SERVICES for HAMBLLEN COUNTY GOVERNMENT RFQ#2021-20Q, SEPTEMBER 27, 2021 @ 2:00P.M.** Please note: Qualifications should be submitted no earlier than September 21, 2021 as the documents are only available for download for seven (7) days and we cannot access them for any reason prior to Monday, September 27, 2021 @ 2:00p.m.

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Instructions for Submitting Hard Copies of Qualifications:

Envelopes **must** arrive **sealed** and clearly **marked** with **ARCHITECTURAL SERVICES for HAMBLLEN COUNTY GOVERNMENT RFQ#2021-20Q, SEPTEMBER 27, 2021 @ 2:00P.M.** on the outside of the envelope to the Hamblen County Mayor’s Office, 511 West Second North Street, Morristown, TN 37814, Attention: Johnna Harrell.

Respondents assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused by any delivery service whether in-person or electronically. Late proposals will not be accepted.

Proposal Content:

All items listed below must be included in your submission. Failure to submit any of these documents will result in your submission being considered nonresponsive and therefore, may be disqualified from review.

1. Complete Original Signed & Initialed RFQ Packet & Any Addenda Issued
2. Statement of Qualifications (attached)
3. Anti-Collusion Statement (attached)
4. Certificate of Compliance with Iran Divestment Act (attached)

Statement of Qualifications:

The respondent must complete the Statement of Qualifications on pages 9-12 of this RFQ. If additional pages are needed to complete a section, the section number **must** be listed on the page header.

Anti-Collusion Statement:

The respondent certifies by signing the anti-collusion statement on page 13 of this RFQ that this submission is made without prior understanding, agreement, or accord with any other person submitting qualifications for the same service and that this submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce.

Iran Divestment Act:

The respondent must certify on page 14 of this RFQ that neither they nor any of their successors, parent companies, subsidiaries or companies under common ownership or control certifies, under penalty of perjury, that to the best of their knowledge and belief that they are not on the list created pursuant to Tennessee Code Annotated § 12-12-106.

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Signatures:

The Statement of Qualifications, Anti-Collusion Statement, Certification of Compliance with the Iran Divestment Act, and all RFQ Amendments must be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.

V. AWARD CRITERIA EXPLANATION AND POINTS:

Evaluations will be based on the information submitted on the Statement of Qualifications Form (below). An explanation of the information being requested is listed in each section along with the corresponding maximum number of points that can be awarded.

Evaluation Criteria Overview	
Criteria	Maximum Number of Points Available
Qualifications of the Firm and/or Team for this Project	35
Experience with Similar Projects	35
Reference Comments	15
Current and Projected Workload of Firm	10
TOTAL Points Available:	100

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STATEMENT OF QUALIFICATIONS FORM:

If additional pages are needed to submit information, the page header should be marked with the corresponding Section number...i.e. Section I – Company Introduction.

Section I – Company Introduction (Not Scored):	
Company Legal Name:	
Primary Point-of-Contact:	
Email of Primary Point-of-Contact:	
Street Address:	
Telephone Number:	
Federal Tax ID #	

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Section II – Qualifications of the Firm and/or Team for this Project (35 Total Maximum Points):

At a minimum, list the experience, qualifications and skills of all key personnel. Include for each key personnel – 1) Relevant background information; 2) Describe the role and responsibilities proposed to be provided by the team member(s).

NOTE: If additional pages are needed, Section II must be listed on each additional page.

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Section III – Experience with Similar Projects (35 Total Maximum Points) Plus Reference Comments from Projects listed below will have 15 Total Maximum Points Available:

List projects completed in the last 5 years.

NOTE: If additional pages are needed, Section III must be listed on each additional page.

<p><u>Project #1</u></p> <p>Business Name:</p>	<p><u>Project #2</u></p> <p>Business Name:</p>
<p>Contact Name:</p>	<p>Contact Name:</p>
<p>Email Address:</p>	<p>Email Address:</p>
<p>Phone Number:</p>	<p>Phone Number:</p>
<p>Brief Description of Project:</p>	<p>Brief Description of Project:</p>
<p><u>Project #3</u></p> <p>Business Name:</p>	<p><u>Project #4</u></p> <p>Business Name:</p>
<p>Contact Name:</p>	<p>Contact Name:</p>
<p>Email Address:</p>	<p>Email Address:</p>
<p>Phone Number:</p>	<p>Phone Number:</p>
<p>Brief Description of Project:</p>	<p>Brief Description of Project:</p>

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Section IV – Company’s Current and Projected Workload (15 Total Maximum Points):

Provide quantitative data that clearly indicates the company’s ability to devote the necessary resources to successfully complete the services listed in the scope of work in a timely manner.

NOTE: If additional pages are needed, Section IV must be listed on each additional page.

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VI. FORMS:

a) ANTI-COLLUSION STATEMENT

By signing this form the respondent agrees that he/she has not divulged to, discussed, or compared his/her submission with other respondents and has not colluded with any other respondent whatsoever. Note: no premiums, rebates or gratuities to any employee or agent are permitted with, prior to, or after any delivery of service. Any such violation will result in any contract related to this RFQ being null and void and could constitute a felony and result in a fine, imprisonment and civil damages.

The undersigned certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFQ, and is authorized to enter into a contract with Hamblen County Government. This form must be signed personally by the respondent or the respondent's authorized agent. All signatures must be original and not photocopies.

Signature

Title

Printed Name

Date

By signing this form, the respondent signifies understanding and agreement with Hamblen County Government's Terms and Conditions.

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b) CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT
Tenn. Code Ann. § 12-12-101 et seq.

Comes _____, for and on behalf of
(Printed name of Principal Officer of Company)

_____, (the “Company”) and, after being duly authorized by the Company so to do, makes oath that:

By submission of these qualifications, each respondent certifies, and in the case of a joint submission each party certifies, under penalty of perjury, that to the best of their knowledge and belief that each respondent is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title

Date

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VII. RFQ SUBMISSION CHECKLIST:

- Submission is labeled on the outside of the envelope or in the subject line, if electronically submitted, ‘Architectural Services for Hamblen County Government RFQ#2021-20Q, September 27, 2021 @ 2:00p.m.’ as instructed on pages 6 & 7 Section IV of this document
- Complete ORIGINAL signed and initialed RFQ packet
- Statement of Qualifications Form (pages 9-12, Section V of this document)
- Anti-Collusion Statement Signed (page 13 Section VI.a. of this document)
- Certification of Compliance with Iran Divestment Act completed and signed (page 14 Section VI.b. of this document)